

ORANGE COUNTY CLASS SPECIFICATION

TITLE: SENIOR AIRPORT SERVICE ATTENDANT **GRADE:** 8

TITLE ABBREVIATION: SR AIRPT SEV ATT **TITLE NO.:** 6592

JURIS.CL: NC **SALARY CODE:** 01 **UNIT:** **EEO CODE:** SM **FLSA CODE:** NE

DEPARTMENT: PUBLIC WORKS **DIVISION:** AIRPORT

SUPERVISOR'S TITLE: AIRPORT OPERATIONS LEADER

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for servicing and handling of aircraft, exclusive of mechanical repairs, at the County Airport. Work is performed in accordance with department and facility policies and procedures, under the general supervision of the Airport Operations Leader. Supervision is exercised over assigned personnel. Incumbent may be required to work various hours including evenings, weekends, and/or holidays. May be on 24-hour call. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Prepares Airport for daily operations and use: checks airport lighting for working condition, checks runways for condition and debris; closes operation at the end of the day; checks secureness of aircraft and locks buildings;
2. Performs line service for incoming aircraft including parking, refueling, etc.;
3. Communicates with pilots via unicom when services or support is needed;
4. Records fuel meter readings before and after pumping fuel and maintains inventory of gallons pumped and oil sold on daily recording form;
5. Withdraws and returns aircraft to hangars as requested;
6. Secures aircraft for overnight tie down when necessary;
7. Refuels service trucks and is responsible for snow removal from runways, taxiways, ramps and aprons; performs maintenance duties in airport buildings and grounds;

8. May direct/oversee the work of subordinates;
9. Maintains log of all aircraft based at Airport;
10. May perform credit card, check, and cash transactions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the operation and service requirements of aircraft in use at the airport; good knowledge of airport rules and regulations; good knowledge of take-off and landing procedures both from a pilot and ground control viewpoint; good knowledge of aircraft fire crash rescue equipment and procedures; working knowledge of the principles and practices of flying; ability to operate a two-way radio; ability to understand moderately complex written and oral directions; dependability; alertness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Aviation Science, Aviation Management, or closely related field; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience involving operational services duties at an airport; i.e., aircraft communications, observation and adherence to flight/airport rules and regulations, pilot information dissemination, flight line service of aircraft, etc.; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT:

Must possess and maintain a valid driver's license.